



ePaper Guidebook

[FOR AUTHORS]

UGM Annual Scientific Conferences



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ACCOUNT REGISTRATION

This section will guide you through the registration of your ePaper Management account.

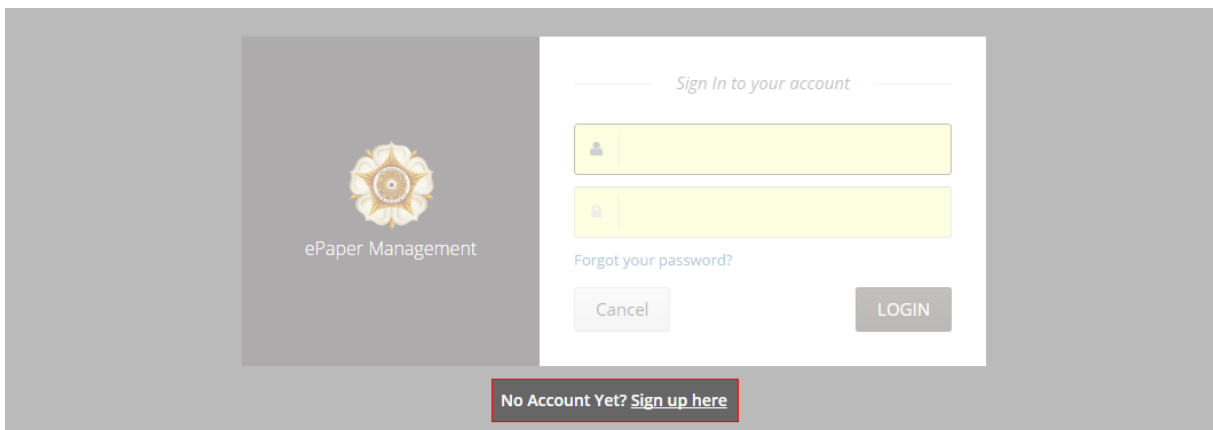
1. Go to the [ePaper Management](#) site.



Alternatively, you can simply click the [Register](#) button on the respective UASC website, which will redirect you to the ePaper Management site.



2. Below the login form, click [Sign up here](#).





3. Enter your details and click **Submit** to create your account.

Notes:

- Add your country's phone code (e.g. **+62** for Indonesia)
- Enter **only one** active email address
- You can change these details later (except for your email)

Create new ePaper account

Country	<input type="text" value="Indonesia"/>
Email	<input type="text" value="username@example.com"/>
Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>
Status	<input type="text" value="Student"/>
Salutation	<input type="text" value="Mr."/>
First Name	<input type="text" value="Lorem Ipsum"/>
Last Name	<input type="text" value="Amet"/>
Address	<input type="text" value="Pogung Dalangan, Mlati, Sleman, Yogyakarta - Indonesia"/>
Affiliation	<input type="text" value="Department of Abc, Faculty of Def, Universitas Gadjah Mada"/>
Mobile Phone	<input type="text" value="+62 85200000000"/>

☒ I Agree to the ePaper Terms of Service and Privacy Policy

SUBMIT

4. Your account has been created. Your user ID and password will be sent to your email.



Further steps for participants (non-presenters)

Conference participants who will not be presenting a paper or poster should continue with the following steps.

5. Once you have received your user ID and password, log into your account.

The User Registration has been saved

Sign In to your account

username@example.com

.....

Forgot your password?

Cancel LOGIN

No Account Yet? [Sign up here](#)

6. Click on your name in the top-right corner of the page and select **My Paper Submission**.

ePaper Management

User Home Lorem Ipsum Amet

User Home

[Conference Owner]

USER
Profile
My Conference
My Review
My Paper Submission
Invoice
Event's Materials
Logout

7. Click the **Submission** button.

ePaper Management

User Home Lorem Ipsum Amet

My Paper Submission

Submission

#	Conference	Title	Manuscript	Submit On	Category	Status	Payment
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Page 1 of 1, showing 0 records out of 0 total, starting on record 0, ending on 0

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8. Select **Participant** under **Type of presentation** and then click **Submit**.

ePaper Management

User Home

Lorem Ipsum Amet ▾

Paper Submission

Conference

The 2nd International Conference on Tropical Agriculture ▾

Type of presentation

☐ Oral ☐ Poster ☒ Participant (No Present Paper)

Symposia

-- Choose Symposia -- ▾

Topic

-- Choose Topic -- ▾

Title

Abstract

Author

Name

Email

Authorship

+ Author

Paper/Abstract (Max. 10MB)

Browse...

No file selected.

SUBMIT

If you require further assistance, please email the conference's contact person.



ABSTRACT SUBMISSION

Once your ePaper Management account has been created, you will be able to use this account to submit your abstract. This section will guide you through your abstract submission.



Please ensure that you are using the correct account to submit your manuscript, as an invoice will be generated for this account.

1. Sign in to your account.

The User Registration has been saved

Sign In to your account

username@example.com

.....

Forgot your password?

Cancel LOGIN

No Account Yet? [Sign up here](#)

2. Once you are logged in, click on your name in the top-right and select **My Paper Submission**.

ePaper Management

User Home Lorem Ipsum Amet

User Home

[Conference Owner]

- USER
- Profile
- My Conference
- My Review
- My Paper Submission**
- Invoice
- Event's Materials
- Logout



3. Click the [Submission](#) button.

ePaper Management User Home Lorem Ipsum Amet ▾

My Paper Submission

Submission

#	Conference	Title	Manuscript	Submit On	Category	Status	Payment
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Page 1 of 1, showing 0 records out of 0 total, starting on record 0, ending on 0

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4. Fill in the form and then click [Submit](#) to send your abstract.

Notes when selecting authorship:

- Select **First Author** for first author
- If the corresponding author is not a first author, select **Corresponding Author**
- Select **Co-Author** for another author

Paper Submission

Conference

International Conference on Tropical Agriculture 2017 ▾

Type of presentation

☒ Oral ☐ Poster ☐ Participant (No Present Paper)

Symposia

Sustainable Tropical Agriculture ▾

Topic

Food Safety and Food Security ▾

Title

Your Manuscript's Title

Abstract

The quick brown fox jump over the lazy dog

Author

Name	Dolor Sit Amet	Email	dolorsit@example.com	Authorship	First Author ▾	+ Author
Name	Lorem Ipsum Amet	Email	username@example.com	Authorship	Corresponding Author ▾	Remove
Name	Consectetur Adipiscing Eli	Email	consectetur@example.com	Authorship	Co-Author ▾	Remove

Paper/Abstract (Max. 10MB)

Choose File

Abstract-Lorem Ipsum Amet.doc

SUBMIT



5. Your abstract has successfully been submitted. You will now be able to view your abstract in the [My Paper Submission](#) and [Active Paper](#) pages.

ePaper Management User Home Lorem Ipsum Amet ▾

Paper has been submitted, waiting for review!

My Paper Submission

Submission

	#	Conference	Title	Manuscript	Submit On	Category	Status	Payment
<div>Ad ▾</div>	11-004	ICTA 2017	Your Manuscript's Title	11-1738-4.doc	18 May 2017	Oral	Manuscript submitted	

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

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If you require further assistance with submitting your abstract, please email the conference's contact person.



FULL PAPER SUBMISSION

If your abstract is accepted, you will be able to submit your full paper. Follow these steps to do so.

1. Sign in to your account.

The image shows a sign-in form titled "Sign In to your account". On the left is a logo for "ePaper Management". The form has two input fields: one for "username@example.com" and another for a password represented by dots. Below the password field is a link "Forgot your password?". At the bottom of the form are two buttons: "Cancel" and "LOGIN". A red rectangle highlights the input fields and the "LOGIN" button. Below the form, there is a link: "No Account Yet? [Sign up here](#)".

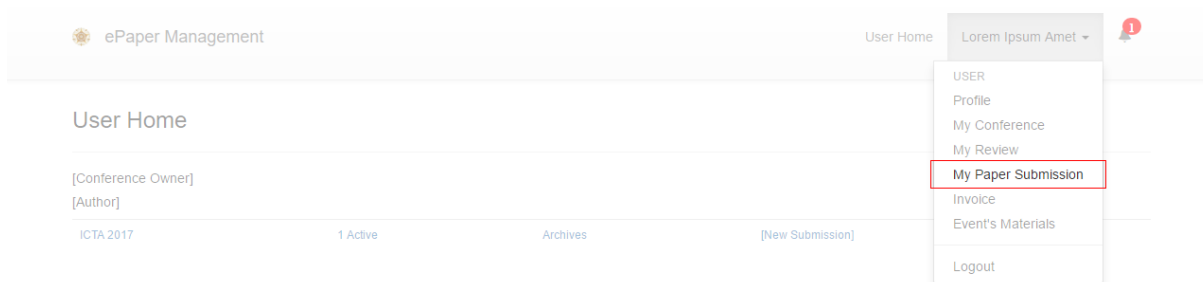
2. In the [User Home](#) page, click your [Active](#) paper.

The image shows the "User Home" page. At the top, there is a header with the "ePaper Management" logo, "User Home", "Lorem Ipsum Amet", and a notification bell icon with a red "1". Below the header, the page title "User Home" is displayed. Underneath, there are roles: "[Conference Owner]" and "[Author]". A horizontal navigation bar contains four items: "ICTA 2017", "1 Active" (highlighted with a red box), "Archives", and "[New Submission]".

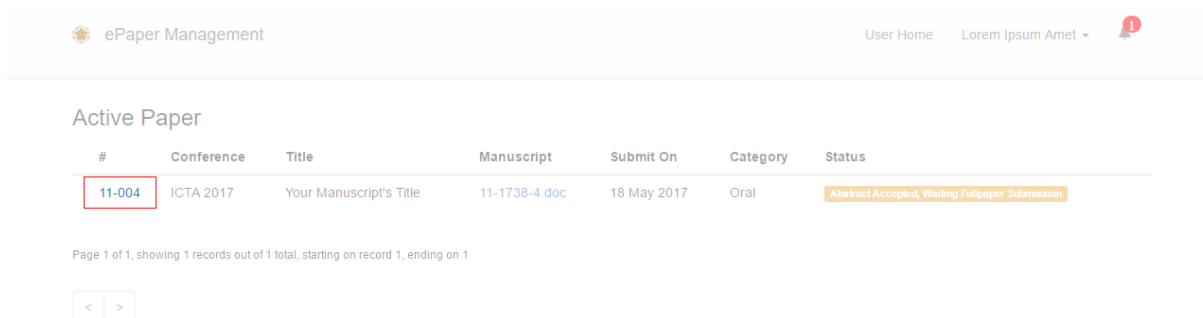
Alternatively, you can click the notification in the top-right of the page.

This image shows the "User Home" page with a notification dropdown menu open. The notification bell icon in the top right corner has a red "1" and is highlighted with a red box. The dropdown menu, titled "Notifications", contains a single item: "1 Waiting Your Fullpaper Submission", which is also highlighted with a red box. The rest of the page layout is identical to the previous screenshot.

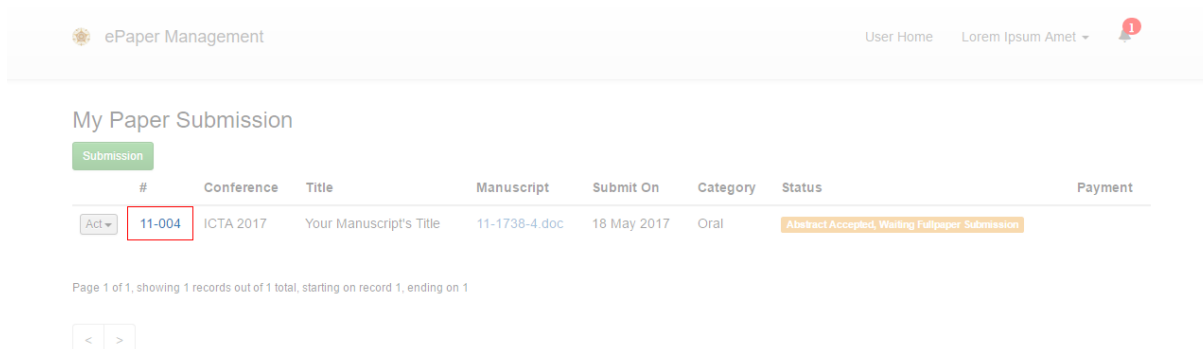
You can also access your paper by clicking your name in the top-right of the page and then selecting [My Paper Submission](#).



3. Click your [paper's ID](#).

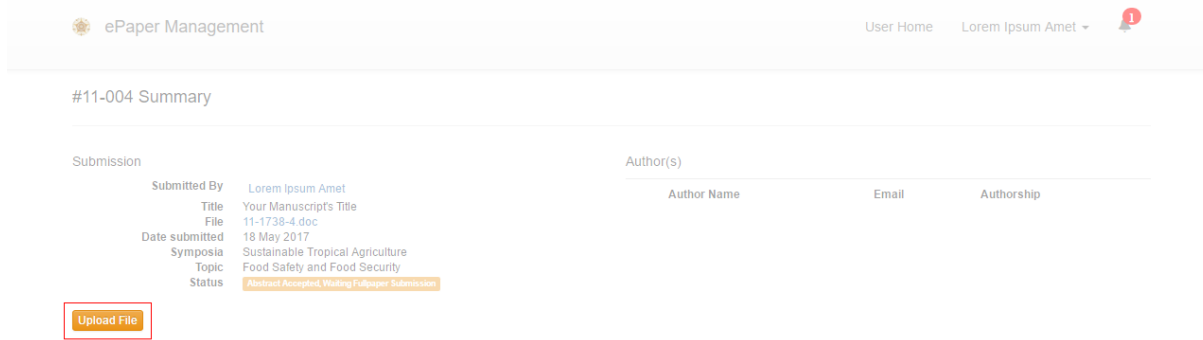


#	Conference	Title	Manuscript	Submit On	Category	Status
11-004	ICTA 2017	Your Manuscript's Title	11-1738-4.doc	18 May 2017	Oral	Abstract Accepted, Waiting Fullpaper Submission



#	Conference	Title	Manuscript	Submit On	Category	Status	Payment
11-004	ICTA 2017	Your Manuscript's Title	11-1738-4.doc	18 May 2017	Oral	Abstract Accepted, Waiting Fullpaper Submission	

4. Your paper's summary will appear. Click the [Upload File](#) button.



Submission		Author(s)	
Submitted By	Title	Author Name	Email
Submitted By	11-1738-4.doc		
Date submitted	18 May 2017		
Symposia	Sustainable Tropical Agriculture		
Topic	Food Safety and Food Security		
Status	Abstract Accepted, Waiting Fullpaper Submission		



5. A new window will appear, through which you can upload your full paper. Once you

Notes:

- Select **Full Paper** for a new full paper
- If you submit a revised full paper, select **Revised Full Paper**
- If your paper has supplementary files, select **Supplementary File**

have selected the [File Category](#) and attached your full paper, click [Submit](#).

A confirmation dialogue will appear. Click [OK](#) to confirm your submission.



6. Your full paper has been submitted.

ePaper Management User Home Lorem Ipsum Amet ▾

#11-004 Summary

Submission		Author(s)		
Submitted By	Lorem Ipsum Amet	Author Name	Email	Authorship
Title	Your Manuscript's Title			
File	11-1738-4.doc			
Date submitted	18 May 2017			
Symposia	Sustainable Tropical Agriculture			
Topic	Food Safety and Food Security			
Status	Fullpaper Submitted			

File	File Category	Comment	Uploaded
	Full Paper		2017-05-18 04:06:25

If you require further assistance with submitting your full paper, please email the conference's contact person.

PAYMENT PROCEDURE



1

An invoice will be emailed to you after your paper has been accepted or (if you are not presenting) after you have registered.



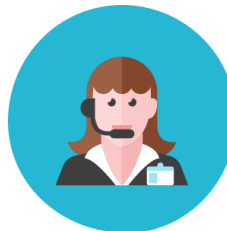
2

Make the payment via ATM/Teller/eBanking. The exact amount stated on the invoice should be paid.



3

Log into your [ePaper Management](#) account, fill in the payment confirmation form, and upload your payment receipt. Alternatively, you can [email us](#) the confirmation receipt.



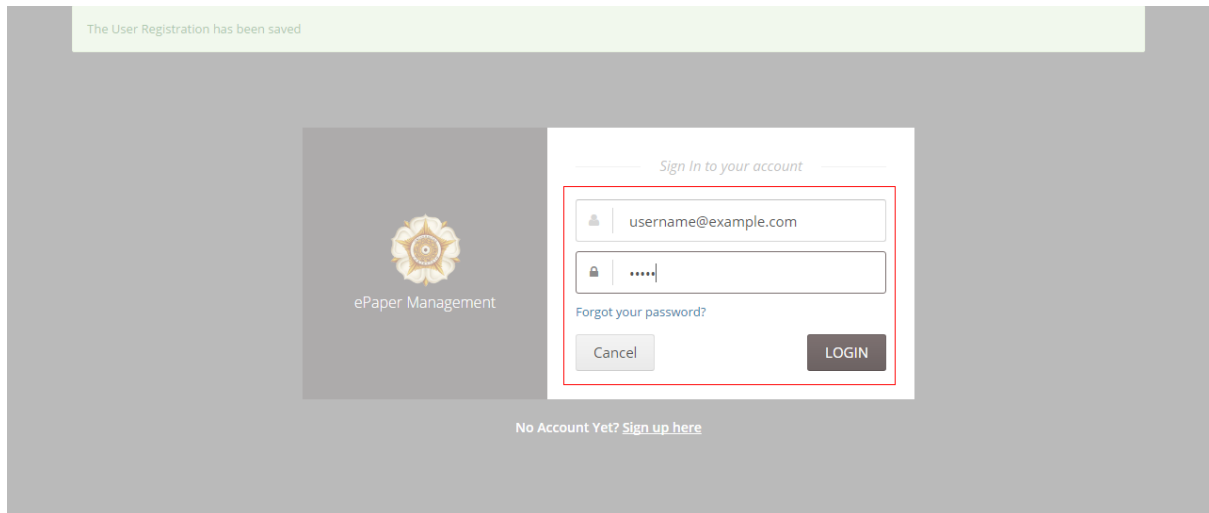
4

We will verify your payment within 1–2 business days.

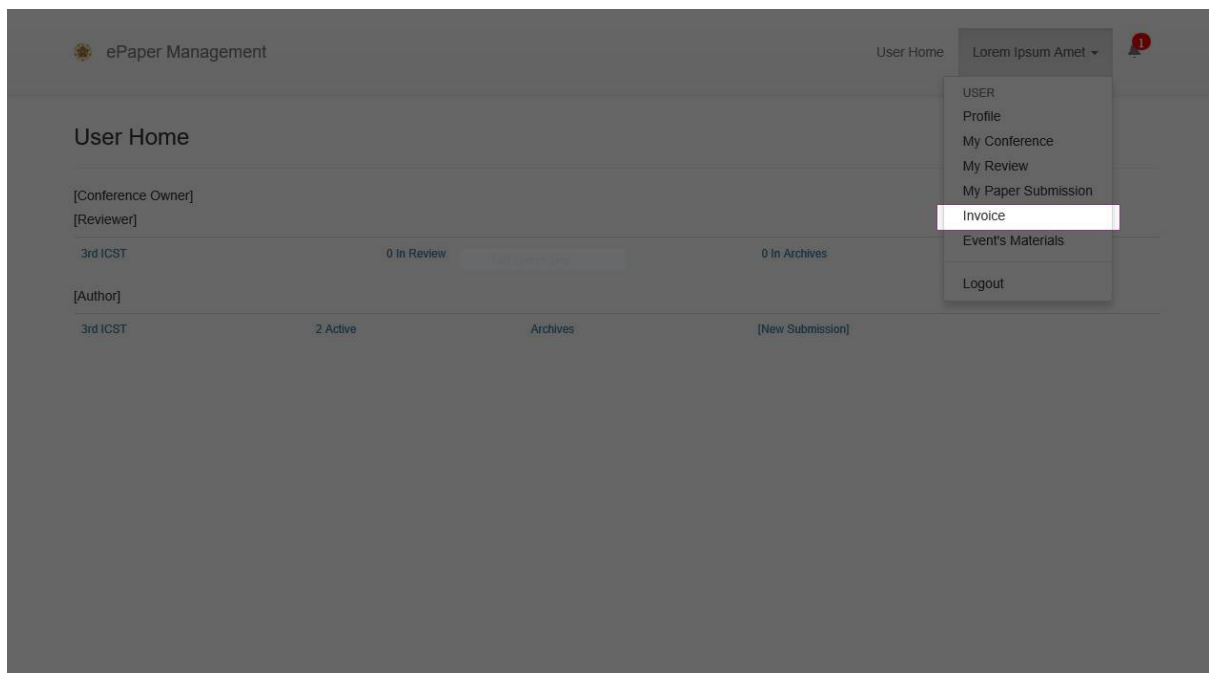
PAYMENT CONFIRMATION TUTORIAL

This tutorial covers the confirmation of your payment through the ePaper Management site. If you have any difficulties with this method, you can also email the receipt to us.

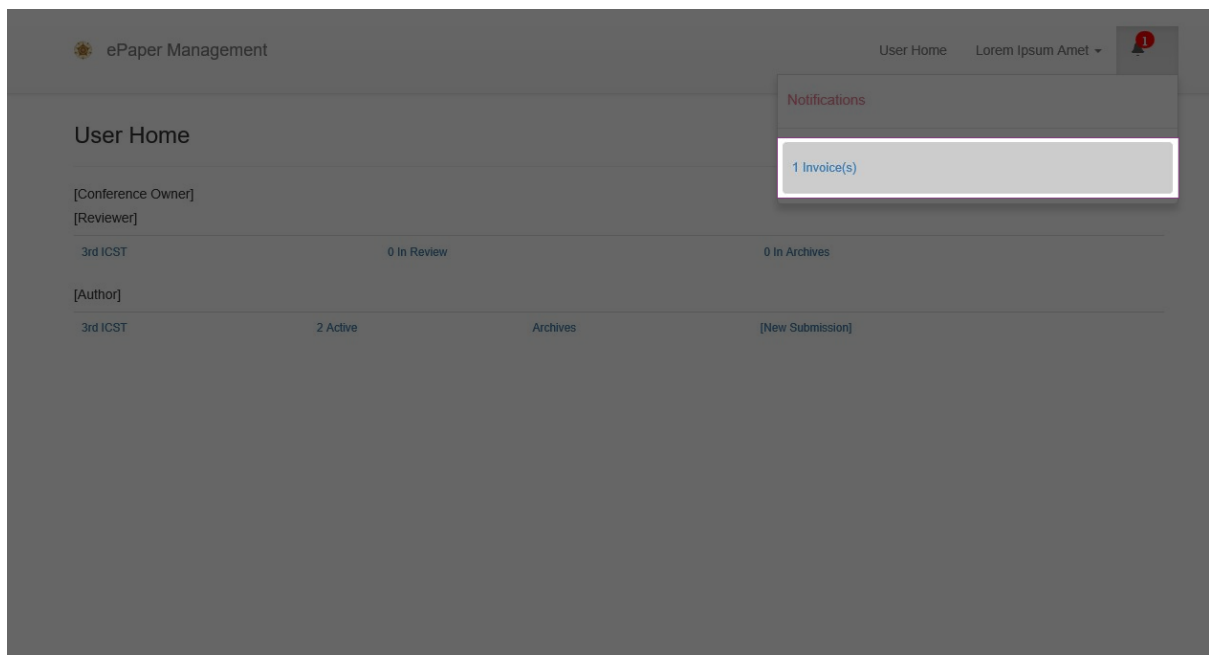
1. [Sign In](#) to your account.



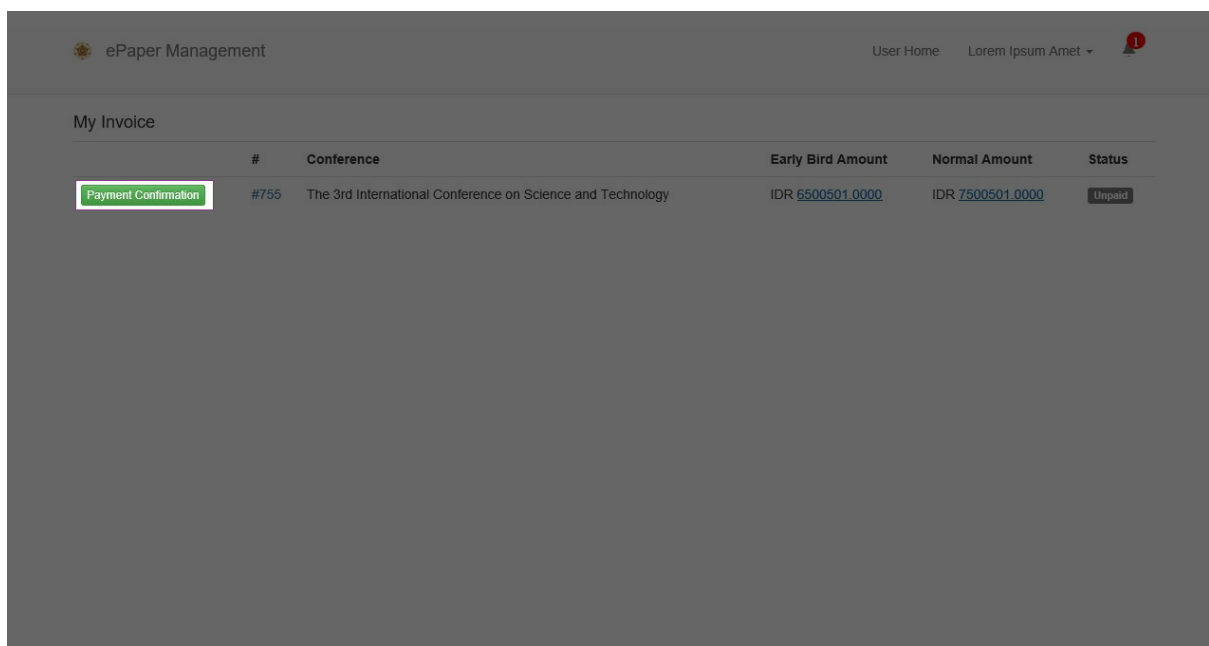
2. Once you are logged in, click on your name in the top-right and select [Invoice](#).



Alternatively, you can click the [Notification](#) button in the top-right of the page.



3. Click the [Payment Confirmation](#) button.



4. Fill in the form and then click [Confirm](#) to confirm your payment.



Do not use any punctuation in the **Nominal** field, or your form will be invalid.

ePaper Management

User Home Lorem Ipsum Amet

Payment Confirm

Conference The 3rd International Conference on Science and Technology

Bank*

Nominal* Full amount only

Transfer Date*

Account Name*

Account Number*

Receipt File
file type (png, jpg, jpeg, pdf, docx, doc OR rtf)

Note/message

*) Required.

5. Your payment confirmation has successfully been submitted. We will verify your payment within 1–2 business days.

ePaper Management

User Home Lorem Ipsum Amet

Thank You for your payment confirmation, we'll verify as soon as possible.

My Invoice

	#	Conference	Early Bird Amount	Normal Amount	Status
Payment Confirmation	#755	The 3rd International Conference on Science and Technology	IDR 6500501.0000	IDR 7500501.0000	Unpaid

If you require further assistance with confirming your payment, please feel free [to contact us](#). You can also [email](#) your confirmation receipt.



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